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Comptroller

Deputy Comptroller

Review of Operations in the Finance Division's  
Payroll and Travel Branch

25X1A9a

19 December 1952

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By: 029	

25X1A9a I requested the Chief of the Technical Accounting Staff to have [redacted] conduct a quick survey of the backlog situation in the Finance Division, Payroll and Travel Branch, and prepare a report in order that we might have an independent appraisal of the situation by a well-qualified technician. [redacted] advises that the attached 25X1A9a report has been reviewed by the Chief of the Payroll and Travel Branch [redacted] who concurs that the facts and conclusions as presented are substantially correct.

2. The report reveals a very serious and critical backlog situation which has apparently developed primarily due to insufficient personnel in relation to the volume of work to be handled. The part of the problem that disturbs me the most is the fact that, even when and if the Branch's T/O is completely filled, it would result in only sufficient personnel to handle current workloads and would not be the solution to elimination of the present backlog. In other words, the only way in which the present backlog can be reduced is either by an unforeseen reduction in workload, thereby permitting the personnel working on current activity to devote time to backlog work, or by assigning a group of employees to spend full time in the elimination of such backlog. Since there are more than 650 man-days of backlog, it would take approximately two and one-half months for a crew of ten persons working six days a week to eliminate the problem; and this does not take into consideration the additional backlog that might accrue in the meantime. Nevertheless, it appears to me that somehow, this type of approach must be made to the problem. Otherwise, the present situation will continue for a long time with resultant confusion, complaints, and criticisms that are inherent with respect to such a condition.

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3. It is believed that a major portion of the work could be accomplished by any clerical help that is available as long as they would be properly supervised. This would not, however, be true with respect to the majority of the travel voucher activity and certain other parts of the work which require trained personnel.

4. In view of the graveness of the situation and the apparent complexities that are involved in developing a program to put the Payroll and Travel Branch on a current basis, I believe it highly desirable that the facts and figures as presented and included in this report be made available and completely explained to the DD/A and his Deputy.

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